

# COORDINATOR/MANAGER FOR CFRR



## SPECIFIC JOB DESCRIPTION

This position involves helping the Director for the Center for Racial Reconciliation (CFRR) to serve the church by developing, coordinating and administering, a comprehensive ministry program that is biblically sound.

## FELLOWSHIP'S MISSION STATEMENT

Fellowship is a Gospel-centered, multiethnic, intergenerational church that exists to make disciples.

## HOW WE LIVE OUT OUR MISSION

At Fellowship, we are committed to being transformed by the Gospel of Jesus Christ, growing in a life of worship, gathering in community, and giving our lives away on mission.

## SPECIFIC POSITION OBJECTIVES:

- Help plan, coordinate and execute logistics for CFRR events, such as Civil Rights Tour, Affinity Groups/Cohorts, workshops and retreats.
- Work with the Volunteer Coordinator to recruit volunteers, ensure execution of logistics for workshops, and restock needed supplies for workshops.
- Work with the Communications Team for PR for all CFRR events.
- Aid in creating curriculum and content and expand upon existing curriculum.
- Aid in creating training materials and providing training of facilitators, table hosts and workshop volunteers.
- Oversee CFRR Interns.
- Manage details of the Director's schedule and correspondence.
- Produce business correspondence, prepare memos, letters and other documents.
- Assist with varied needs within the Director's oversight.
- Other duties as assigned by the Director.

## Key Qualifications, Skills and Experience:

- Commitment to biblical reconciliation, and racial and ethnic justice.
- Strong knowledge of structural racism and racial equity, including being comfortable and confident in speaking about these topics.
- Willingness and openness to participate in difficult conversations on topics such as race, ethnicity, racism, and other systems of oppression.
- Experience examining one's own racial identity and one's role in racial equity work.
- The ability to establish rapport and relate sensitively to multiracial and multicultural groups.
- Strong interpersonal skills.
- Strong teaching and facilitation skills.

*We believe that a person's role is not as important as the overarching goal of our mission statement - to make disciples. So we are more interested in enhancing our team with this important role, rather enhancing any one person's ministry or personal objectives.*

*Fellowship has been recognized as one of the fastest growing multiethnic churches in America, and Wikipedia reports that our region, the San Gabriel Valley, is one of the most ethnically diverse regions in the country.*

## **COORDINATOR/MANAGER FOR CFRR**

- Strong written and oral communication skills.
- Self-motivated and strong organizational skills.
- Ability to recruit and train adults to serve.

**DIRECT REPORT:** Director of Center for Racial Reconciliation

**STATUS:** Part-time, 24 hours a week; Non-exempt; Hourly